



# **UTREx—Utah eTranscript and Record Exchange Scheduled Collections**

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## **UTREx – Utah eTranscript and Record Exchange Reports: Data Collector**

### **Index:**

---

Logging into UTREx Clearinghouse Website

**3**

---

Add a New Scheduled Collection

**5**

---

Select Collection Settings

**6**

---

Verifying Submissions

**9**

---

Additional Information

**10**

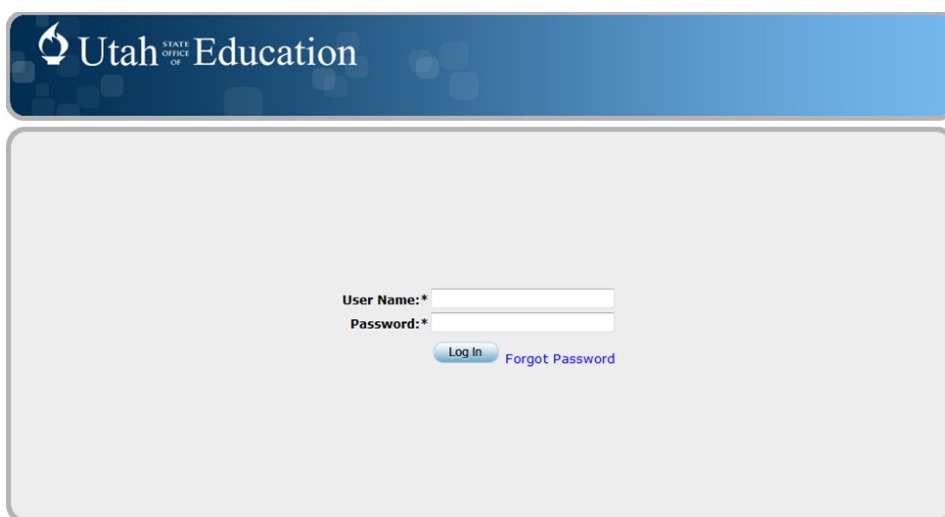
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## Logging into UTREx Clearinghouse Website

Login to the UTREx Clearinghouse website:

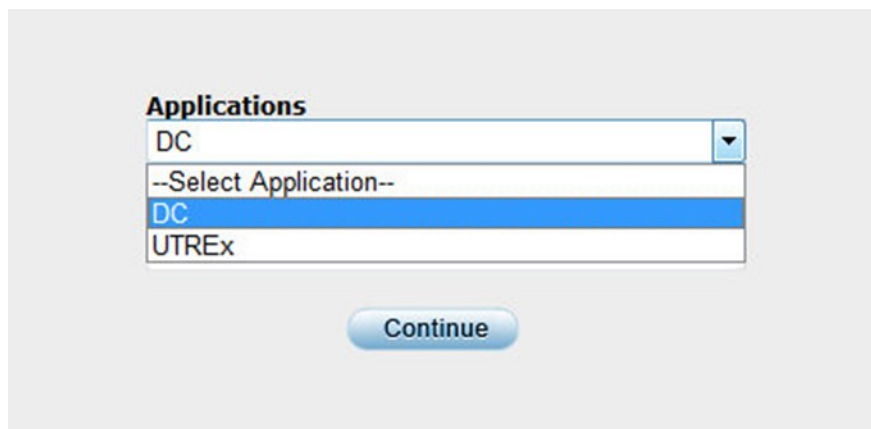
<https://utrex.schools.utah.gov/portal/web/pages/directory/authentication/login.aspx>

Enter your User Name and Password – Log In-



The screenshot shows the login page for the UTREx Clearinghouse. At the top is a blue header with the Utah State Office of Education logo. Below the header is a large light gray box containing the login form. The form has two input fields: "User Name:\*" and "Password:\*". Below these fields are two buttons: a blue "Log In" button and a blue "Forgot Password" link.

Select Applications: DC – Select Continue:



The screenshot shows a dropdown menu titled "Applications". The dropdown is open, showing a list of options: "DC", "--Select Application--", "DC", and "UTREx". The "DC" option is currently selected and highlighted in blue. Below the dropdown is a blue "Continue" button.

You will now be at the SIFWORKS' VRF Data Collector Website:


This website is where users will collect their school data.

This website is where users will view data errors.

This website is where users will validate their data.

This website is where users can view reports.

Enter your User Name and Password – Login



**SIFWorks® VRF® Data Collector**

User Name:

Password:

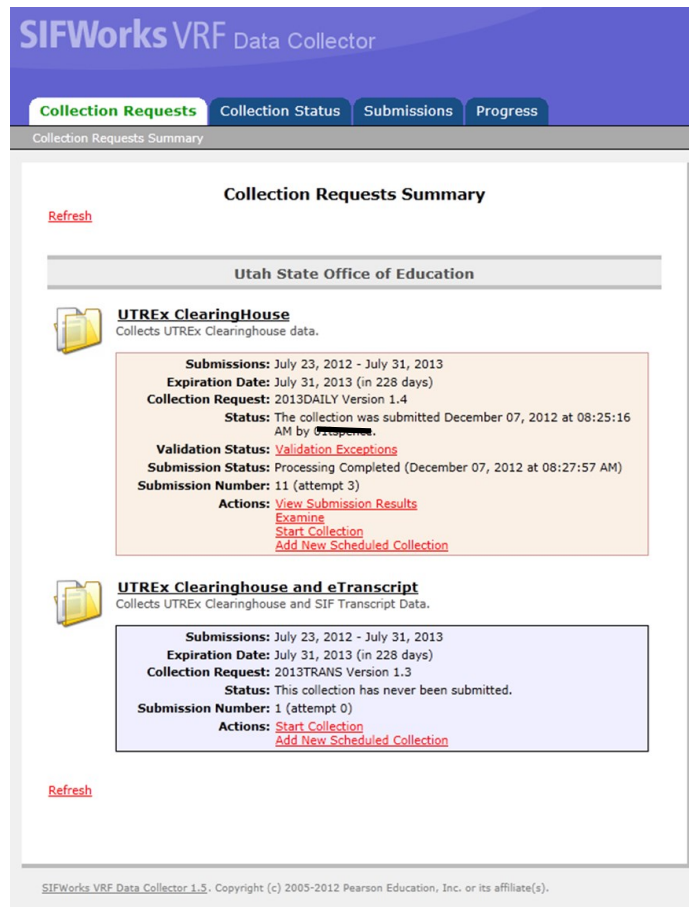
Login

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The "SIF Certified" Logo is a trademark of the Schools Interoperability Framework Association

The SIFWorks® Vertical Reporting Framework is a Certified Product and meets the conformance requirements for a SIF 2 Enabled Application.

You will be taken to the data collector screen:



**SIFWorks VRF Data Collector**

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary

[Refresh](#)

**Utah State Office of Education**

**UTREx ClearingHouse**  
Collects UTREx Clearinghouse data.

Submissions: July 23, 2012 - July 31, 2013  
 Expiration Date: July 31, 2013 (in 228 days)  
 Collection Request: 2013DAILY Version 1.4  
 Status: The collection was submitted December 07, 2012 at 08:25:16 AM by [UTREx ClearingHouse](#)  
 Validation Status: [Validation Exceptions](#)  
 Submission Status: Processing Completed (December 07, 2012 at 08:27:57 AM)  
 Submission Number: 11 (attempt 3)  
 Actions: [View Submission Results](#), [Examine](#), [Start Collection](#), [Add New Scheduled Collection](#)

**UTREx Clearinghouse and eTranscript**  
Collects UTREx Clearinghouse and SIF Transcript Data.

Submissions: July 23, 2012 - July 31, 2013  
 Expiration Date: July 31, 2013 (in 228 days)  
 Collection Request: 2013TRANS Version 1.3  
 Status: This collection has never been submitted.  
 Submission Number: 1 (attempt 0)  
 Actions: [Start Collection](#), [Add New Scheduled Collection](#)

[Refresh](#)

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# Add a New Scheduled Collection

To schedule an automatic collection, click 'Add New Scheduled Collection' under the manifest you want set up an automatic collection for: Clearinghouse or Clearinghouse and eTranscript.

**SIFWorks VRF Data Collector**


[Collection Requests](#)
[Collection Status](#)
[Submissions](#)
[Progress](#)

Collection Requests Summary


Collection Requests Summary

[Refresh](#)

Utah State Office of Education


**UTREx ClearingHouse**  
 Collects UTREx Clearinghouse data.
 

**Submissions:** July 23, 2012 - July 31, 2013  
**Expiration Date:** July 31, 2013 (in 228 days)  
**Collection Request:** 2013DAILY Version 1.4  
**Status:** The collection was submitted December 07, 2012 at 08:25:16 AM by [REDACTED]  
**Validation Status:** [Validation Exceptions](#)  
**Submission Status:** Processing Completed (December 07, 2012 at 08:27:57 AM)  
**Submission Number:** 11 (attempt 3)  
**Actions:** [View Submission Results](#)  
[Examine](#)  
[Start Collection](#)  
[Add New Scheduled Collection](#)


**UTREx Clearinghouse and eTranscript**  
 Collects UTREx Clearinghouse and SIF Transcript Data.
 

**Submissions:** July 23, 2012 - July 31, 2013  
**Expiration Date:** July 31, 2013 (in 228 days)  
**Collection Request:** 2013TRANS Version 1.3  
**Status:** This collection has never been submitted.  
**Submission Number:** 1 (attempt 0)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

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# Select Collection Settings

## SIFWorks VRF Data Collector

Collection Requests

Collection Status

Submissions

Progress

Collection Requests Summary > Schedule Collection

### Add Scheduled Collection

UTREx ClearingHouse

To schedule an unattended data collection choose from the options below and select the appropriate zones and data sources for the collection.

#### Collection Request / Submitter

Collection Request: UTREx ClearingHouse

Submitter: AMES

#### Schedule

Start Date:  (mm/dd/yyyy) Start Time:  (hh:mm AM)

Scheduled Action:

☒ Skip scheduled collection when a prior collection is in progress but not yet submitted

#### AMES

SIF Zone	Zone Status
<input type="checkbox"/> <span style="background-color: black; color: black;">[REDACTED]</span>	<input checked="" type="checkbox"/> <a href="#">Connected</a>

#### All UTREx Files

Data Sources	Availability
<input type="checkbox"/> <span style="background-color: black; color: black;">[REDACTED]</span>	<input checked="" type="checkbox"/> <a href="#">Ready</a>

[Schedule Collection](#) | [Cancel](#)

### Recurring Collection

Choose the appropriate interval for repeating this collection.

Repeat:

☒ One Time Only

☐ Daily

☐ Weekly

☐ Monthly

☐ Every  Days

☒ Include Weekdays

☒ Include Weekends

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Choose the date you would like the first collection to run

Enter in the time you would like the collection to run. Each subsequent collection will begin at this same time.

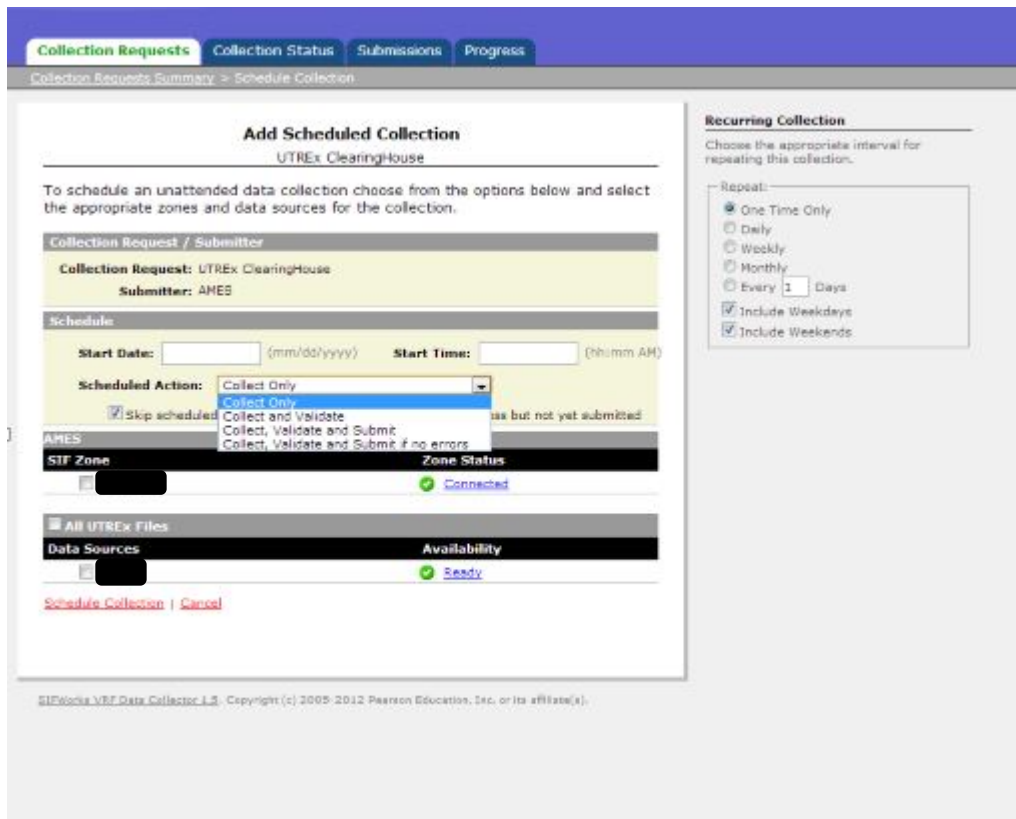
## Scheduled Action Definitions

**Collect Only:** collects data only. Does not validate or submit. This must be done manually by the user by logging into UTREx, validating, and submitting the data.

**Collect and Validate:** will collect and validate. The user must log in to submit the data.

**Collect, Validate, and Submit:** will collect, validate, and submit data even if errors are present.

**Collect, Validate, and Submit if no errors:** will collect and validate but will only submit data if it is error free.



**Add Scheduled Collection**  
UTREx ClearingHouse

To schedule an unattended data collection choose from the options below and select the appropriate zones and data sources for the collection.

**Collection Request / Submitter**  
Collection Request: UTREx ClearingHouse  
Submitter: AMES

**Schedule**  
Start Date:  (mm/dd/yyyy) Start Time:  (hh:mm AM)  
Scheduled Action: **Collect Only** (dropdown menu)  
☒ Skip scheduled collection when a prior collection is in progress but not yet submitted

SIF Zone	Zone Status
AMES	Connected

All UTREx Files	Availability
Data Sources	Ready

[Schedule Collection](#) | [Cancel](#)

**Recurring Collection**  
Choose the appropriate interval for repeating this collection.

Repeat:  
☒ One Time Only  
☐ Daily  
☐ Weekly  
☐ Monthly  
☐ Every  Days  
☒ Include Weekdays  
☒ Include Weekends

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The ‘Skip scheduled collection when a prior collection is in progress but not yet submitted’ check box is marked by default. Uncheck this box. It may cause an issue if a collection has not finished before the next scheduled collection.

Choose your Data Source.

Choose how often you would like your collection to run in the 'Recurring Collection' box.

**Recurring Collection**

Choose the appropriate interval for repeating this collection.

Repeat:

☒ One Time Only  
☐ Daily  
☐ Weekly  
☐ Monthly  
☐ Every  Days  
☒ Include Weekdays  
☒ Include Weekends

Click schedule collection.

Scheduled Action:

Collect Only

☒ Skip scheduled collection when a prior collection is in progress but not yet submitted

All UTREx Files	
Data Sources	Availability
[Redacted]	Ready

[Schedule Collection](#)
[Cancel](#)



# Verifying Submissions

It is each LEA's responsibility to ensure that submissions are correct by examining the data after each submission.

To generate a report of previously submitted data, click on the Examine link under the View Submission Results link on the Action line:



## **UTREx ClearingHouse**

Collects UTREx Clearinghouse data.

**Submissions:** July 23, 2012 - July 31, 2013

**Expiration Date:** July 31, 2013 (in 228 days)

**Collection Request:** 2013DAILY Version 1.4

**Status:** The collection was submitted December 07, 2012 at 08:25:16 AM by 01tsponce.

**Validation Status:** [Validation Exceptions](#)

**Submission Status:** Processing Completed (December 07, 2012 at 08:27:57 AM)

**Submission Number:** 11 (attempt 3)

**Actions:** [View Submission Results](#)  
 [Examine](#)  
[Start Collection](#)  
[Add New Scheduled Collection](#)

This will generate a report of your previously submitted data. The report can be downloaded as an editable .csv file or a view only .html file. Make your selection and click Generate Files:

## **UTREx ClearingHouse**

Submission Number 10 (attempt 1)

Use the Generate Files link to examine the data previously submitted.

**Last Validated:** December 12, 2012 (2 days ago) at 10:05:23 AM

### **File Types**

☒ Detail

### **Output Options**

**Zip File:** ☐ Download file as a compressed .zip (for faster downloads)

**File Format:** ☒ CSV

☐ HTML

[Generate Files](#) 

# For Additional Information

USOE – UTREx/Data Clearinghouse: <http://www.schools.utah.gov/computerservices/Services/Data-Clearinghouse.aspx>

UTREx Helpdesk: [utrexhelp@schools.utah.gov](mailto:utrexhelp@schools.utah.gov)

